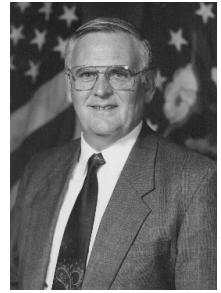# NOTES FROM THE:

Deputy Assistant Secretary, Financial Operations

by Mr John J. Nethery

FOCUS: Professional Development and Training Opportunities

The Defense Financial Management (DFM) training kicked off in January with great reviews. This DoD Service-sponsored course is a much needed course that addresses DoD financial topics in resource management, accounting and finance, cost, and budget. We have had overwhelming response from the field making this course very competitive. The course will continue through July at selective sites and there are plans to bring it back next year. For more information, check out the DFM article on page 4. If you have more questions, contact your point of contact listed on the SAF/FM Web Site, click on Professional Development page, then click on the Information Section.

APDP Records Information. All acquisition personnel are advised to review their records at Web Site http://www.safaq.hq.af.mil/acq_workf/training/. Click on Acquisition Surf on the left side of the screen. Personnel who completed courses pre-DAWIA (Defense Acquisition Workforce Improvement Act) may note their acquisition information is incomplete. Points of Contact (POC) are also noted at this Web Site if you need further information.

Web-Based Financial Management Training. Over the last few months, we have updated the SAF/FM Web Site with links to several new training tools. Through the course of our travels and conversations with other Commands and Federal Agencies, we often find many tutorials or training programs that we believe could be useful to the Air Force financial management network. Following is an updated list with the current link and a brief description of the content of the Web Site (this info will be in html format on the SAF/FM Web Site):

Systems Acquisition School
http://www.tasc.hexagon.net/Virtual Schoolhouse/ Customers/SAS/homepage/mainframe.htm

This site has the following courses available: Acquisition Reform, Activity Based Costing, Contract Repair Enhancement Program, Current Topics in Financial Management, Earned Value Management System, Integrated Product Support, Modification Management, Risk Management, and Weapon System Pollution Prevention.

PPBS Tutorial
http://www.xp.hq.af.mil/xpp/training/ppbstutorial/ start.htm

This site contains a tutorial on the Planning, Programming, and Budgeting System. It introduces a new programmer to the PPBS process with brief discussions of the planning, programming, and budgeting phases and the associated documents and products developed in each phase.

RA Tutorial/Intro to Fin Mgmt
http://www.saffm.hq.af.mil/saffmra/

This tutorial provides the basic concepts of financial management and will help new financial managers learn the terminology of resource management. It was designed to provide a newly appointed resource advisor with an overview of the Resource Management System, but it would be useful for any new financial manager to become familiar with the information contained in the tutorial.

Certifying Officer/Accountable Official Tutorial
http:/www.saffm.hq.af.mil/coaotut/

This course is designed to familiarize financial managers with their duties and responsibilities as a certifying officer or accountable official in the Resource Management System. It is broken down into three modules: TDY, PCS, and Purchase Card. New modules will be added as additional information and policies are developed.

Comptroller Contingency Training Course
http://www.saffm.org//ccc/html/ccc.htm

This course is designed to be a prerequisite for enlisted personnel deploying as an agent or for others deploying to an agent operation. This course explains the basics on how to manually perform agent accountability and how to manually prepare documents. It currently contains 16 modules written in a Microsoft Word format that can be downloaded and printed by the student.

Within the next year or so, our plan is to develop the material into a computer based training program, similar to a board game, where the student performs various practical exercises and then balances the business and compares totals against the computer's records.

Anti-Deficiency Act
http://www.saffm.hq.af.mil/FMP/ada.html

The Antideficiency Act (ADA) Investigating Officer Training course delivers just-in-time training to individuals designated as ADA investigating officers. The training focuses on (1) identifying and documenting the facts, circumstances, and causes surrounding the potential ADA violation, (2) taking testimony from individuals having knowledge of transactions and events surrounding the suspected violation, including the individual(s) identified as potentially responsible, and (3) reporting the investigation results in a Report of Violation.

Receiving Report Training
http://www.safaq.hq.af.mil/contracting/toolkit/rcvreports/

This is a quick training program that shows each step in the receiving report process. It would be useful for anyone that deals with the Accounting Liaison Office or one of the DFAS OPLOCs on receiving reports.

OJT Training Guides
http://www.saffm.hq.af.mil/ENL/ojtfiles.html

This site contains scenario-based training exercises for tasks associated with the Financial Management and Comptroller career field. The files are in Microsoft Word and can be downloaded for printing and use by the trainer and trainee.

Automated Business Services System Training
http://www.abss.wpafb.af.mil/training/training.html

These training files contain video and audio demonstrations on the use of ABSS. Simply download the Lotus ScreenCAM training file and double-click on it to launch the program. The files are self-extracting files, but they are still large and may take a while to download. The files are broken into modules for the ABSS user, module manager, certifying officer, ABSS administrator, BCAS user, approver/coordinator, and the accepting officer.

MICROBAS/OARS
http://web2.ssg.gunter.af.mil/first/training/index.html

This site contains the MicroBAS User's Guide and student materials such as the Student Handbook. MicroBAS is the system that allows users to retrieve specific financial data for use in budget formulation or execution reports. It also links to the OARS online training course and the corresponding Student Handbook. OARS is the Obligation Adjustment Report System and is used to receive approval authority to make upward adjustments to valid obligations.

Comptroller Articles are easy to write and we are always looking for good ones. All you have to do is write the article, if you have pictures great but not necessary, and submit it through your MAJCOM-FOA-DRU/FM. Or, submit the article with a letter of transmittal signed by your base Comptroller to Ms Gloria R. Jaskiewicz at the address noted on page 3 of this magazine. For professional development articles, we ask that you develop five questions and answers to help your fellow Comptrollers earn continuing professional education (CPE) points and, oh by the way, you can earn points too through writing the article! We find that the people in the field have some lively stories to tell! So take up the challenge, we would really like to hear from you!